

Version	Approved by	Approval date	Effective date	Next review
1.0	The Dean, Arts & Social Sciences	5 June 2017	5 June 2017	June 2019
<b>Procedure Statement</b>				
<b>Purpose</b>	This procedure stipulates the process and considerations for the approval of waiving a component of coursework within a course for current students. It promotes consistent and coherent decision making for waiving a component of coursework.			
<b>Scope</b>	This procedure applies to all courses administered by the schools within Arts & Social Sciences but does not apply to the recognition of prior learning.			
<b>Are Local Documents on this subject permitted?</b>	<input checked="" type="checkbox"/> Yes, subject to areas specifically restricted within this Procedure.		<input type="checkbox"/> No	
<b>Procedure Processes and Actions</b>				

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## 1. Principles

### 1.1. Demonstration of learning outcomes

Where a waiver for the completion of a component of coursework within a course is sought, the student applicant must be able to demonstrate or substantiate their ability to demonstrate the learning outcomes relating to that component of coursework.

### 1.2. Basis of decision

In determining whether a waiver should be granted, the Associate Dean (Education) or nominee will take into account the evidence relating to the demonstration of learning outcomes and the recommendation by the course convenor.

### 1.3. Established and transparent processes

Exceptions to this Faculty approval process in 1.2 are only permitted where there is an established process/precedent to enable documented compliance with 1.1. An approved exemption process is established as a result of consultation between the course convenor (who proposes the process) with the endorsement of the Deputy Head of School (Learning and Teaching) and the Associate Dean (Education). The Associate Dean will be responsible for approves the process/precedent.

An established process must include a copy of completed appendix 1 and an application form, for which a template is not prescribed but must include the following elements:

- Applicant (student) details;
- Application declaration that material supplied in application is accurate and application is bound by the relevant UNSW policies and procedures.
- Mapping of evidence demonstrating learning outcomes (and relevant activities) subject to the waiver;
- Space for indication of recommendation for endorsement or denial of waiver by the course convenor;
- Space for indication of endorsement or denial of waiver by the Associate Dean (Education).

Established processes are listed in Appendix A.

## 2. Recordkeeping

The application form and the associated evidence are to be submitted to the Faculty Student Centre for storage in TRIM.

## 3. Appeals

A student applicant may appeal the decision of the Associate Dean (Education) or nominee to grant or deny an exemption by forwarding a written notice of appeal to the Dean or nominee within 10 working days of receiving the decision. The notice of appeal must state the grounds on which the student applicant is seeking the appeal.

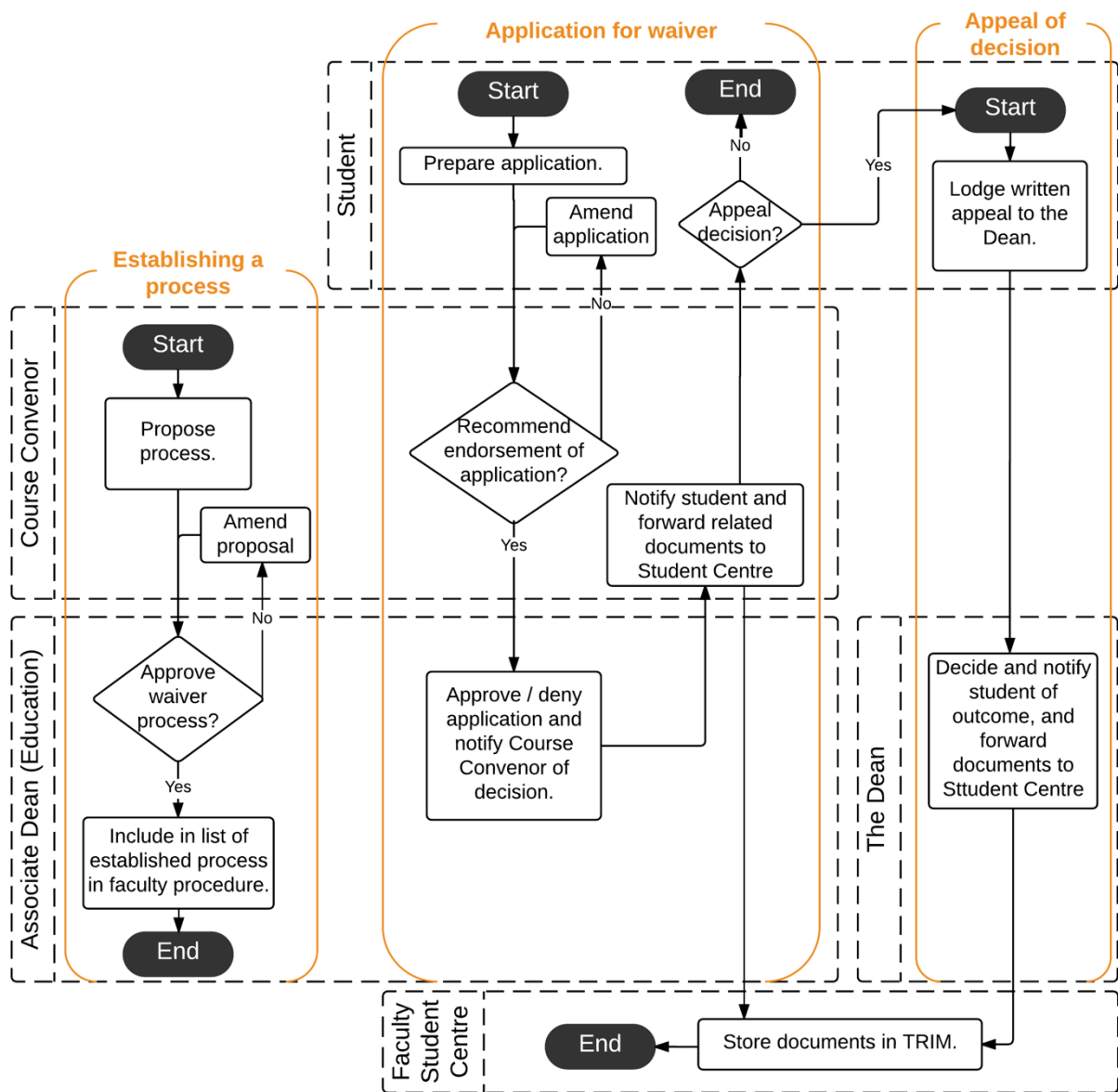
An appeal will normally be based on the following grounds

- Procedural irregularity; and/or
- New evidence.

The Dean or nominee will consider the appeal and may consult with the any relevant academic staff and the appellant.

The normal timeframe for assessing an appeal will be within ten working days of the receipt of appeal.

## 4. Workflow



Accountabilities	
Responsible Officer	Associate Dean (Education)
Contact Officer	Manager, Learning & Teaching Support
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: <i>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</i> <a href="https://www.legislation.gov.au/Series/C2011A00073">https://www.legislation.gov.au/Series/C2011A00073</a> <i>Higher Education Standards Framework (Threshold Standards) 2015</i> <a href="https://www.legislation.gov.au/Series/F2015L01639">https://www.legislation.gov.au/Series/F2015L01639</a>
Parent Document (Policy)	Nil
Supporting Documents	Include titles and URLs of Guidelines or Documents that directly support the Procedure. If none, insert 'Nil'.

<b>Related Documents</b>	<i>Recognition of Prior Learning (Coursework Programs) Policy</i> <a href="https://www.gs.unsw.edu.au/policy/rplpolicy.html">https://www.gs.unsw.edu.au/policy/rplpolicy.html</a> <i>Recognition of Prior Learning (Coursework Programs) Procedure</i> <a href="https://www.gs.unsw.edu.au/policy/rplprocedure.html">https://www.gs.unsw.edu.au/policy/rplprocedure.html</a>			
<b>Superseded Documents</b>	Nil			
<b>File Number</b>				
<b>Definitions and Acronyms</b>				
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<b>Revision History</b>				
<b>Version</b>	<b>Approved by</b>	<b>Approval date</b>	<b>Effective date</b>	<b>Sections modified</b>
1.0	The Dean, Arts & Social Sciences	5 June 2017	5 June 2017	Creation.

<b>Further Information</b>	
This section is not published on the final PDF document. It is for website purposes only	
<b>Keywords for search engine</b>	University-wide Procedures will be housed within the Governance Repository. Include keywords to assist location using the 'search' function.
<b>FAQs and answers</b>	Include any Frequently Asked Questions and answers to be included with the Procedure (in a separate tab or section) in the Governance Policy Repository

## Appendix A - List of established processes

Waiver of field education for SOCW3011